



Faculty Senate Archives

Faculty Senate

Academic year 1999-2000

Volume XIII

Agenda and Minutes of the Meeting of November 29, 1999

WICHITA STATE UNIVERSITY

FACULTY SENATE

AGENDA

MEETING NOTICE: Monday, November 29, 1990
Room 107 CH 3:30 p.m.

ORDER OF BUSINESS:

- I. Call of the Meeting to Order
- II. Informal Statements and Proposals
- III. Approval of the Minutes
- IV. President's Report
- V. Committee Reports
- VI. Old Business
 - A. Recommended changes to the Tenure & Promotion Policy - reports from the Faculty Affairs Committee & Tenure & Promotion Committee
(Blue attachment - also refer to salmon attachment 9/13/99)
- VII. New Business
 - A. Student Retention Issues -
Martha Shawver, Dean of Undergraduate Studies
- VIII. As May Arise

EXECUTIVE COMMITTEE

A. J. Mandt	President	3375	Box 102
Joyce Cavarozzi	Vice President	3541	Box 153
Nan Myers	Secretary	5138	Box 68
Will Klunder	President Elect	3150	Box 45
Elmer Hoyer	Past President	6314	Box 44
ELECTED BY THE SENATE			
	Lawrence Davis	6690	Box 14
	Diane Huntley	5625	Box 144
APPOINTED BY THE PRESIDENT			
	Jeri Carroll	3322	Box 28

FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee recommends the following changes to the University Tenure and Promotion Policy:

accepted 11-29 3.131 Begin Number 1 with the phrase "At the time of initial probationary appointment, . . ."

accepted 11-29 3.132 The Annual Review Form should contain a section designated "Progress Toward Tenure." Additionally, in the first paragraph after the sentence ending ". . . at the end of the probationary period.", insert "All annual reviews should be submitted; however, these annual reviews do not constitute a definitive review for tenure."

accepted 11-29 3.142 After the second paragraph, add the recommended calendar, and add ",etc." after each final year listed.

accepted 11-29 In the third paragraph, after the sentence ending ". . . in the annual evaluation of untenured faculty.", add this sentence: "Appropriate consideration, in the context of the candidate's entire career, will be given to teaching, librarianship, research, scholarship, creative activities, and service conducted while the candidate has been employed at Wichita State University." Also, add "probationary" to the next sentence, between "initial" and "appointment." And, as the final sentence to this paragraph, add the recommended change that begins "In cases where Department and/or College policy contradicts University policy, the appropriate department administrator . . ."

add to Faculty Councils agenda 3.143 The Faculty Affairs Committee recommends that the Senate Executive Committee charge the various departments and colleges to discuss the issue of whether tenure may be granted without promotion. (It was the consensus of the committee that they should not be universally tied together.)

accepted 11-29 3.1431 Add the following as the final sentence of Number 3: "Appropriate consideration, in the context of the candidate's entire career, will be given to teaching, librarianship, research, scholarship, creative activities, and service conducted while the candidate has been employed at Wichita State University."

3.172 Add the following as the second sentence to this section (after ". . . may prepare a secondary dossier."): "Only material contained in the primary and secondary dossiers, and additional materials appropriately obtained and added to the dossiers, may be used for by the Tenure and Promotion Committee at each level."

Add to last sentence in the "Primary Dossier" paragraph: ". . . and rebuttals (if any are filed), optional external reviews, and items added during the review process."

Add to last sentence of "basic document" paragraph: ". . . no more than 25 pages, excepting optional external reviews."

Delete from second sentence, "Secondary Dossier" paragraph: "~~letters of external reviewers (if any were obtained) and rebuttals (if any were filed).~~" Add as last sentence to this paragraph (after ". . . section 3.17)": "Should information arrive after the deadline for adding materials to the secondary dossier (the 3d Friday in December), the candidate may notify the Dean and Chair of the college committee, who will add relevant material to the dossier."

3.176 We agree that optional external letters and rebuttals, etc., should be placed in the primary dossier. Change last sentence of the first paragraph to: "If they wish to do so, candidates may provide written rebuttals to the external reviews."

Numbers 5 & 6: Delete the four references to "secondary" dossiers, and replace the first reference (#5) and the fourth (#6) with "primary".

3.177 Add to the end of the first paragraph (after ". . . discrimination, etc."): "An appeal should not introduce evidence that was not referred to or included in the primary or secondary dossiers, but it may update or clarify information presented earlier. Department or College Committee members may not file minority reports, even as part of the appeals process."

3.173 Change the sentence in the second paragraph to: "The college committee may, at its option, adopt a policy which prohibits a committee member from the same department as a candidate from speaking or voting on the case."

3.15 We agree with the proposed changes to the Tenure and Promotion Calendar.

We agree with the proposed changes to the Cover Sheets.

Regarding the Electorate issue, we recommend that untenured faculty not be eligible to elect College Tenure and Promotion Committee members.

We agree with the "Sabbaticals" recommendation.

Activity	Business	Education	Engineering	Fine Arts	Health Professions	LAS	Student Affairs
Student Success Courses	BA 190A (3 cr) 5 sections in fall; 3 in spring	Learning Resource Center—open to all University students ARS 101 (3 Cr); 2 sections in fall; ARS 150A (1 cr); ARS 150K (1cr); ARS 160 (3cr); ARS 170 (1 cr)	Engr 101 (3 cr) 3 sections in fall; 1 in spring	FA 101 (3 cr) 1 section in fall	HP 101 (3 cr) 1 section in fall	LAS 101 (3cr) 4 sections in fall; 1-2 in spring; LASI 100A(1 cr); LASI 102 (2 cr); LASI 150D (1 cr); LASI 150U	Assist some of the colleges in coteaching the success classes.
Mentoring Programs		Faculty/student in Secondary Ed; Upperclassman in ACES & CDS	Wallace scholars Cessna Scholars	Studio Classes with 1/1 instruction; Chamber music coaches		Minority Student Mentoring program; PASS for athletes	McNair Scholars Program
Career Decisions	Meet with advisors and faculty; COOP; Career Network Experience; Majors Fair in November;	Meet with advisors and faculty; COOP; Career Network Experience; Majors Fair in November;	Meet with advisors and faculty; COOP; Career Network Experience; Majors Fair in November;	Meet with advisors and faculty; COOP; Career Network Experience; Majors Fair in November;	Meet with advisors and faculty; COOP; Career Network Experience; Majors Fair in November;	Meet with advisors and faculty; COOP; Career Network Experience; Majors Fair in November;	Career Services
Assessment of At-Risk Students	Participate in the Retention Management System (RMS)*	Partipate in the RMS	Participate in the RMS	Participate in the RMS	Participate in the RMS	Participate in the RMS	Participate in the RMS by allowing students to take the CSI during Orientation
Classroom disputes***	Chair's or Dean's office hears complaints and intercedes	Chair's or Dean's office hears complaints and intercedes	Chair's or Dean's office hears complaints and intercedes	Chair's or Dean's office hears complaints and intercedes	Chair's or Dean's Office hears complaints and intercedes.	Chair's or Dean's office hears complaints and intercedes.	Court of Academic Appeals—students file complaints either here or in their college deans office. Student Ombudsman is available to students.

Inventory of Current University Retention Programs/activities for Undergraduate Students 1999-2000

Activity	Business	Education	Engineering	Fine Arts	Health Professions	LAS	Student Affairs
Pre college (WSU) activities	Business Transfer Scholarships to CC students		Engineering Camp	4 Summer camps	HCOP Summer Enrichment Program	Concurrent Enrollment Classes	Scholarships Bridge Courses in Trio Programs
Orientation Programs	Participate in University orientation for all new students	Freshman orientation to the College of Education Participate in University orientation for all new students	Participate in University orientation for all new students	Music Days Participate in University orientation for all new students	New Nursing Orientation Participate in University orientation for all new students	Participate in University orientation for all new students	Organize orientation programs for new students
Academic Advising	Advising Center staffed by 1 professional and 4 peer advisors; all students required to get advisor's signature to enroll	Student Service Center for FR/So advising; Faculty advisors Jr/Sr; Student Handbook	Faculty Advisors for all students; all students required to see advisor to enroll.	Faculty advisors based on student major	Professional Advisors for prehealth students; faculty advisors for students in the major; HCOP advisors for disadvantaged students; First year students required to see advisor to enroll.	University Advising Center for all LAS exploring students; Professional advisors for preprogram LAS majors; Faculty advisors for students in the major; 1 st year students required to get advisor signature to enroll.	Student Support Service advisors;

Activity	Business	Education	Engineering	Fine Arts	Health Professions	LAS	Student Affairs
Tutoring Programs	Accounting	Math or writing for PPST; Computer and Stat lab for PPST; LRC organizes Supplemental Instruction; Learning Resource Center			HCOP; Independent Study Lab	Logic Clinic; Lab sessions in Science; Supplemental Instruction in many of the 1 st year courses; Writing Lab; Math Lab; UAC offers conversation groups for International Students	Student Support Services
Programs for students in Academic Difficulty	Referral to campus resources; Req. to take BA 190A if they have not had it before; special academic plan required for dismissed students returning; Required to see advisor.	Referral to campus resources; specific course in ARS may be required. Required to see advisor. Learning Resource Center	Required to take Engr 101 if they have not taken it 1 st semester. Required to see advisor	.Special attention from faculty advisor	Required to take HP101 when on 1 st probation; required to see an advisor	Referred to campus resources; req to take specific LAS success courses. Early Alert System in English, Math and Psych.	Student Support Services
Financial Assistance	Scholarships	Scholarships	Scholarships and special endowed funds for emergencies	scholarships	scholarships	scholarships	Coordination of all scholarship awards on campus; Emergency Loan fund.

Activity	Business	Education	Engineering	Fine Arts	Health Professions	LAS	Student Affairs
<p>Keep in touch - communication with students</p>	<p>Letter to all new students; Letters/cards to students who attended in the last year but are not currently enrolled or graduated. Letters to students on probation or dismissed; Letters to students on Deans' Honor Roll each semester; e-mail advising as requested. Advising Newsletter; BSB Web Site</p>	<p>Letter to all new students; Letters/cards to students who attended in the last year but are not currently enrolled or graduated Letters to students on probation or dismissed; Letters to students on Deans' Honor Roll each semester;</p>	<p>Letter to all new students; Letters/cards to students who attended in the last year but are not currently enrolled or graduated. Letters to students on probation or dismissed; Letters to students on Deans' Honor Roll each semester; Letters to seniors the semester before final their final semester to tell them to see chair for graduation check.</p>	<p>Letter to all new students; Letters/cards to students who attended in the last year but are not currently enrolled or graduated Letters to students on probation or dismissed; Letters to students on Deans' Honor Roll each semester;</p>	<p>Letter to all new students; Letters/cards to students who attended in the last year but are not currently enrolled or graduated. Letters to students on probation or dismissed; Letters to students on Deans' Honor Roll each semester;</p>	<p>Letter to all new students; Letters/cards to students who attended in the last year but are not currently enrolled or graduated Letters to students on probation or dismissed; Letters to students on Deans' Honor Roll each semester; e-mail advising as requested ; Student Newsletter; Web information for students where students can interact with the site and ask questions. LAS Student Newsletter to all LAS students in the 4th week.</p>	<p>Student Handbook to all students</p>

Activity	Business	Education	Engineering	Fine Arts	Health Professions	LAS	Student Affairs
Student Involvement	Accounting Club; Beta Alpha Psi, Beta Gamma, other professional organizations		Engineering Council; various professional organizations	Welcomefest events. Music organizations, Holiday Feast, ensembles, plays, and performances	Welcomefest events. Student professional organizations	Welcomefest activities; student organizations through their major departments.	SAC, SGA, Student Involvement Center, Maintain a calendar of student activities; volunteerism; Minority Involvement Program, Greek Life; Heskett Center and many other efforts are made to get students involved.

Activity	Business	Education	Engineering	Fine Arts	Health Professions	LAS	Student Affairs
Advisor Development	Participate in University workshops	University workshops	Joint KU/KSU/WSU new engineering faculty workshops; Effective teaching Institute for new faculty sponsored by ASEE annual Conference	participate in University worksops	University workshops	Plan advisor workshops for all University advisors	

The Retention Management System (RMS) is a newly implemented system whereby the student takes the College Student Inventory during Orientation or in their student success course. The results of the inventory give the student and his/her advisor information about the student's academic motivation, (study skills, intellectual interests, academic confidence, desire to finish college, attitude toward educators), social motivation, general coping behaviors and receptivity to support services. The student and advisor/instructor meet to go over the results. This was the first year of implementation. Most colleges focused on those students at-risk and send letters inviting students to come in for discussion of the results. Advisors/instructors refer students to appropriate campus resources as necessary. There is a feedback system to determine if the student used the resource. ()All advisors were invited to attend a two, one-hour hour sessions in the use of the CSI. Additionally, the Dean of Undergraduate Studies gave three separate training sessions to those who were unable to attend.

**The Office of the Registrar prepares lists and mailing labels for Colleges when they want to target specific groups of students for specific communication. The Registrar also prepares news briefs for enrolled students and students not enrolled currently who have not graduated.

***Dean of Undergraduate Studies also listens to concerns and intercedes as appropriate.

WICHITA STATE UNIVERSITY FACULTY SENATE MINUTES - Monday, November 29, 1999

MEMBERS PRESENT: Bakken Bennett, Brooks, Campbell, Carroll, Cavarozzi, Celestin, Cheraghi, Chopra, Davis, DeLillo, DeSilva, Eggers, Feleppa, Hazen, Hoyer, Huntley, Kelly, Klunder, Kuchment, Kuhn, Larson, Lause, Lawless, Long, Mandt, Markovich, Matson, Miller, Murphey, Myers, Paarmann, Pfannestiel, Ravigururajan, Riordan, Rokosz, Rosenthal, Scherz, Schommer, Steinke, Swan, Toops, York

MEMBERS ABSENT: Bajaj, Blocher, Klingsporn, Lancaster, May, Wine

MEMBERS EXCUSED: Quantic

Ex-OFFICIO MEMBERS PRESENT: SGA rep, Zoller

SUMMARY OF ACTION:

1. Passed several sections of the recommended changes to the University Tenure and Promotion Policy before discussion was suspended. Sections passed were 3.131, 3.132, 3.142, 3.1431. Section 3.143 was sent to departments and colleges for review.

I. CALL TO ORDER: The meeting was called to order at 3:30 by President Mandt.

II. INFORMAL STATEMENTS & PROPOSALS:

A. Senator Myers introduced a new faculty member from the Library, Scott Goldy, Reference Librarian for the Social Sciences.

B. Senator Brooks announced an upcoming AAUP meeting on Thursday, December 2, from 1:30-3:30 PM in Hubbard Hall Rm. 309.

C. With regard to the ongoing "Parking Plan," Senator Kuchment expressed frustration that none of the reserved places appeared to have been eliminated. Senator Rokosz voiced his concern on behalf of

the Heskett Center, which is scheduled to lose playing fields to the north of its building. The administration promised that at the Metropolitan Center playing fields would be developed, lights would be installed and restrooms made available. He does not see any of this happening. President Mandt stated he would check on these issues.

D. Senator Davis stated he wants to be on record as not satisfied with President Beggs' replies to questions regarding administrative searches, especially with regard to salary levels (Dean of Engineering at 160K, and the Dean of Business and VPAARR at even higher salary levels).

E. President Mandt announced that the annual visit to WSU of representatives from the Board of Regents is canceled for next week, as a cost cutting measure.

III. APPROVAL OF THE MINUTES:

The minutes for November 15 were approved as written except for one correction. Senator Long requested clarification of his comments about the offsite centers during the Informal Statements and Proposals. He stated that he would like to see an analysis of the time spent and credit hours generated at each of the centers.

IV. PRESIDENT'S REPORT:

A. There is still a need for one faculty volunteer at a December 6 retreat for Freshman Orientation.

B. The Executive Committee has discussed a range of issues related to the broad theme of budget, and has decided to plan a faculty caucus in the near future.

V. COMMITTEE REPORTS: none

VI. OLD BUSINESS:

A. Recommended changes to the Tenure & Promotion Policy - reports from the

Faculty Affairs Committee and Tenure & Promotion Committee: Senator Klunder, Chair of Faculty Affairs Committee led the discussion of the recommended changes through 3.172. Section summaries as follows:

3.131 - accepted

3.132 - accepted

3.142 - accepted

3.143 - The committee recommends that the guidelines be written to clarify whether tenure must be tied to promotion. It was the consensus of the committee that the guidelines not be universally tied together. The recommendation went forth that the various departments and colleges would be charged to discuss the issue of whether tenure may be granted without promotion.

3.1431 - Accepted after a discussion of wording. The word "appropriate" in "Appropriate consideration..." was struck in favor of beginning with "Consideration...."

3.172 - Discussion opened regarding the time frame for adding additional materials to the dossier. At that point, President Mandt moved that discussion be suspended until the next meeting in order to allow Martha Shawver to offer a presentation under New Business.

VII. NEW BUSINESS:

A. Student Retention Issues: Martha Shawver, Dean of Undergraduate Studies, addressed the Senate on student retention issues, sharing research on 1) positive characteristics linked to retention (such as caring faculty and staff, good teaching, etc.) and 2) risk factors (such as minority, commuter, first generation college student, etc.). WSU has strengths in the category of positive characteristics, but clearly also has a student body with a strong risk profile. For example, in the Fall of 1998, 2203 freshmen entered WSU. At the end of the first semester, 26.5% went on probation. Of the 26.5%, 61.2% enrolled in Spring 1999. Of those, at the end of the Spring 1999 semester, 46.8% still remained on probation, 27.5% were dismissed and 25.8% were removed from probation. Shawver's organization is working on a Retention Management Strategy, which will include an Intervention Strategy. Discussion followed. Several faculty stated that the faculty need this type of information, but also need to know what to do with it. The faculty should partner with the Office of Undergraduate Studies in retention efforts. Others mentioned the lack of any shopping-coffee house etc located close to campus, i.e. a place like Aggieville at KSU or the Bradley Fair area in Wichita.

VIII. AS MAY ARISE:

Respectfully Submitted
Nan Myers, Secretary